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TO: All Law Enforcement Agencies  
Clerks of Court  
State Attorneys Offices

FROM: Maureen Johnson, Chief *M. Johnson*  
Motorist Services- Bureau of Records

SUBJECT: Deadline Extension for Implementation of New Citation Inventory Algorithm

The Department of Highway Safety and Motor Vehicles is currently designing a new citation inventory system for both paper and electronic citations (E-Citations). The new system was created to support the increased use of E-Citations. In order to allow adequate time for Clerks of Court to make the necessary adjustments to their systems, the date of implementation for the new citation inventory system has been extended from July 1<sup>st</sup> 2011 until September 1<sup>st</sup> 2011.

The citation number format will still consist of 7 characters; however the sequencing of numbers will be different from the current scheme. The first six characters will be a collection of alpha-numeric characters, generated using a base 36 conversion of a unique number held within the DHSMV database. The seventh character will be either a P (for paper) or E (for electronic).

Both E-Citation numbers and paper citations will be dispensed to Law Enforcement as is the current practice. However, E-Citation numbers will now be assigned and delivered in an excel spreadsheet. This spreadsheet can be uploaded into your agency's E-Citation software and should help reduce the most common duplication errors such as a rollover into a series not assigned to that agency and date entry errors caused by manual input.

If you have any questions, please contact Amy Crowson or Eva Adams at (850) 617-2589 or email CourtAssist at [CourtAssist@flhsmv.gov](mailto:CourtAssist@flhsmv.gov).